# American Embassy Sofia, Bulgaria Date: May 20, 2015

To: Prospective Quoters

**SUBJECT:** Request for Quotations number PR4338781 for the acquisition of two copy machines

The United States Embassy in Sofia, Bulgaria has the requirement to procure copy machines. You are hereby invited to submit your competitive quotation. This Request for Quotations (RFQ) contains the following sections:

- 1. Standard Form SF-18
- 2. Containing Clauses

The U.S. Embassy intends to award a purchase order to the responsible company submitting an acceptable quotation at the lowest price. You are also cautioned against any collusion with other potential offerors with regard to price quotations to be submitted. The RFQ does not commit the American Embassy to make any award. The Embassy may cancel this RFQ or any part of it.

Please read the RFQ carefully, and if you are interested, submit your quotation. Return the completed SF-18 to email addresses <u>SofiaProcurement@state.gov</u> and <u>McKayDD@state.gov</u> by 12:00p.m. on June 07, 2015. Oral quotations will not be accepted.

Sincerely

David McKay

Contracting Officer

Enclosure:

As stated.

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# CLAUSES FOR PURCHASE ORDERS AND BLANKET PURCHASE AGREEMENTS AWARDED BY OVERSEAS CONTRACTING ACTIVITIES (Current thru FAC 2005-74, 76-79)

#### **COMMERCIAL ITEMS**

#### FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This purchase order or BPA incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <a href="https://www.acquisition.gov/far">https://www.acquisition.gov/far</a>

DOSAR clauses may be accessed at: <a href="http://www.statebuy.state.gov/dosar/dosartoc.htm">http://www.statebuy.state.gov/dosar/dosartoc.htm</a>

# FEDERAL ACQUISITION REGULATION CLAUSES (48 CFR Chapter 1)

NUMBER	TITLE	DATE		
52.204-9	Personal Identity Verification of Contractor Personnel [if contractor requires physical access to a federally-controlled facility or access to a Federal information system]	JAN 2011		
52.212-4	Contract Terms and Conditions – Commercial Items  [Alternate I (MAY 2014) of 52.212-4 applies if the order is time-and-materials or labor-hour]	DEC 2014		
52.225-19	Contractor Personnel in a Diplomatic or Consular Mission Outside the United States [applies to services at danger pay posts only]	MAR 2008		
52.227-19	Commercial Computer Software License [if order is for software]	DEC 2007		
52.228-3	Workers' Compensation Insurance (Defense Base Act) [if order is for services and contractor employees are covered by Defense Base Act insurance]	JUL 2014		
52.228-4	Workers' Compensation and War-Hazard Insurance [if order is for services and contractor employees are not covered by Defense Base Act insurance]	APR 1984		

# 52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS—COMMERCIAL ITEMS (DEC 2014)

- (a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:
  - (1) <u>52.209-10</u>, Prohibition on Contracting with Inverted Domestic Corporations (Dec 2014)
  - (2) <u>52.222-50</u>, Combating Trafficking in Persons (Feb 2009) (<u>22 U.S.C. 7104(g</u>)).
  - \_\_Alternate I (Aug 2007) of <u>52.222-50</u> (<u>22 U.S.C. 7104(g)</u>).
  - (3) <u>52.233-3</u>, Protest After Award (Aug 1996) (<u>31 U.S.C. 3553</u>).
- (4) <u>52.233-4</u>, Applicable Law for Breach of Contract Claim (OCT 2004)"(Public Laws 108-77 and 108-78 (19 U.S.C. 3805 note)).
- (b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:
- \_\_(1) <u>52.203-6</u>, Restrictions on Subcontractor Sales to the Government (Sept 2006), with Alternate I (Oct 1995) (<u>41 U.S.C. 4704</u> and <u>10 U.S.C. 2402</u>).
- (2) <u>52.203-13</u>, Contractor Code of Business Ethics and Conduct (Apr 2010) (<u>41 U.S.C.</u> 3509)).
- \_\_ (3) <u>52.203-15</u>, Whistleblower Protections under the American Recovery and Reinvestment Act of 2009 (June 2010) (Section 1553 of Pub. L. 111-5). (Applies to contracts funded by the American Recovery and Reinvestment Act of 2009.)
- X (4) <u>52.204-10</u>, Reporting Executive Compensation and First-Tier Subcontract Awards (Jul 2013) (Pub. L. 109-282) (31 U.S.C. 6101 note).
  - (5) [Reserved].
- \_\_ (6) <u>52.204-14</u>, Service Contract Reporting Requirements (Jan 2014) (Pub. L. 111-117, section 743 of Div. C).
- \_\_ (7) <u>52.204-15</u>, Service Contract Reporting Requirements for Indefinite-Delivery Contracts (Jan 2014) (Pub. L. 111-117, section 743 of Div. C).
- X (8) <u>52.209-6</u>, Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment. (Aug 2013) (31 U.S.C. 6101 note).
- \_\_ (9) <u>52.209-9</u>, Updates of Publicly Available Information Regarding Responsibility Matters (Jul 2013) (41 U.S.C. 2313).
  - \_\_(10) [Reserved].
- \_\_(11)(i) <u>52.219-3</u>, Notice of HUBZone Set-Aside or Sole-Source Award (Nov 2011) (15 U.S.C. 657a).
  - (ii) Alternate I (Nov 2011) of 52.219-3.
- \_\_(12)(i) <u>52.219-4</u>, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (OCT 2014) (if the offeror elects to waive the preference, it shall so indicate in its offer) (15 U.S.C. 657a).

(II) Alternate I (JAN 2011) 01 <u>32.219-4</u> .
(13) [Reserved]
(14)(i) 52.219-6, Notice of Total Small Business Set-Aside (Nov 2011) (15 U.S.C. 644)
(ii) Alternate I (Nov 2011).
(iii) Alternate II (Nov 2011).
(15)(i) 52.219-7, Notice of Partial Small Business Set-Aside (June 2003)
(15 U.S.C. 644).
(ii) Alternate I (Oct 1995) of 52.219-7.
(iii) Alternate II (Mar 2004) of 52.219-7.
(16) 52.219-8, Utilization of Small Business Concerns (Oct 2014) (15 U.S.C. 637(d)(2)
and $(3)$ ).
(17)(i) <u>52.219-9</u> , Small Business Subcontracting Plan (Oct 2014) ( <u>15 U.S.C. 637(d)(4)</u> )
(ii) Alternate I (Oct 2001) of <u>52.219-9</u> .
(iii) Alternate II (Oct 2001) of <u>52.219-9</u> .
(iv) Alternate III (Oct 2014) of <u>52.219-9</u> .
(18) 52.219-13, Notice of Set-Aside of Orders (Nov 2011)(15 U.S.C. 644(r)).
(19) <u>52.219-14</u> , Limitations on Subcontracting (Nov 2011) ( <u>15 U.S.C. 637(a)(14)</u> ).
(20) 52.219-16, Liquidated Damages—Subcontracting Plan (Jan 1999) (15 U.S.C.
637(d)(4)(F)(i)).
(21) <u>52.219-27</u> , Notice of Service-Disabled Veteran-Owned Small Business Set-Aside
(Nov 2011) ( <u>15 U.S.C. 657 f</u> ).
(22) <u>52.219-28</u> , Post Award Small Business Program Rerepresentation (Jul 2013)
(15 U.S.C. 632(a)(2)).
(23) <u>52.219-29</u> , Notice of Set-Aside for Economically Disadvantaged Women-Owned
Small Business (EDWOSB) Concerns (Jul 2013) (15 U.S.C. 637(m)).
(24) <u>52.219-30</u> , Notice of Set-Aside for Women-Owned Small Business (WOSB)
Concerns Eligible Under the WOSB Program (Jul 2013) (15 U.S.C. 637(m)).
(25) <u>52.222-3</u> , Convict Labor (June 2003) (E.O. 11755).
(26) <u>52.222-19</u> , Child Labor—Cooperation with Authorities and Remedies (Jan 2014)
(E.O. 13126).
(27) <u>52.222-21</u> , Prohibition of Segregated Facilities (Feb 1999).
(28) <u>52.222-26</u> , Equal Opportunity (Mar 2007) (E.O. 11246).
(29) <u>52.222-35</u> , Equal Opportunity for Veterans (Jul 2014)( <u>38 U.S.C. 4212</u> ).
(30) <u>52.222-36</u> , Equal Opportunity for Workers with Disabilities (Jul 2014)
(29 U.S.C. 793).
(31) <u>52.222-37</u> , Employment Reports on Veterans (Jul 2014) (38 U.S.C. 4212).
(32) 52.222-40, Notification of Employee Rights Under the National Labor Relations
Act (Dec 2010) (E.O. 13496).
(33) 52.222-54, Employment Eligibility Verification (Aug 2013). (Executive Order
12989). (Not applicable to the acquisition of commercially available off-the-shelf items or
certain other types of commercial items as prescribed in <u>22.1803</u> .)
(34)(i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-
Designated Items (May 2008) (42 U.S.C. 6962(c)(3)(A)(ii)). (Not applicable to the acquisition of
commercially available off-the-shelf items.)
(ii) Alternate I (May 2008) of <u>52.223-9</u> ( <u>42 U.S.C. 6962(i)(2)(C)</u> ). (Not applicable to
the acquisition of commercially available off-the-shelf items.)
(35)(i) 52.223-13, Acquisition of EPEAT®-Registered Imaging Equipment (Jun 2014)
(E.O. 13423 and 13514).
(E.O. 13423 and 13314). (ii) Alternate I (Jun 2014) of <u>52.223-13</u> .
THE ARCHITICAL TOTAL AND STREET A

- (36)(i) 52.223-14, Acquisition of EPEAT®-Registered Televisions (E.O. 13423 and 13514). (ii) Alternate I (Jun 2014) of 52.223-14. (37) 52.223-15, Energy Efficiency in Energy-Consuming Products (DEC 2007) (42) U.S.C. 8259b). (38)(i) 52.223-16, Acquisition of EPEAT®-Registered Personal Computer Products (Jun 2014) (E.O. 13423 and 13514). (ii) Alternate I (Jun 2014) of 52.223-16. X (39) 52.223-18, Encouraging Contractor Policies to Ban Text Messaging While Driving (Aug 2011) (E.O. 13513). \_\_ (40) <u>52.225-1</u>, Buy American—Supplies (May 2014) (<u>41 U.S.C. chapter 83</u>). (41)(i) 52.225-3, Buy American—Free Trade Agreements—Israeli Trade Act (May 2014) (41 U.S.C. chapter 83, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, 19 U.S.C. 3805 note, 19 U.S.C. 4001 note, Pub. L. 103-182, 108-77, 108-78, 108-286, 108-302, 109-53, 109-169, 109-283, 110-138, 112-41, 112-42, and 112-43. \_\_ (ii) Alternate I (May 2014) of 52.225-3. (iii) Alternate II (May 2014) of 52.225-3. (iv) Alternate III (May 2014) of <u>52.225-3</u>. (42) <u>52.225-5</u>, Trade Agreements (Nov 2013) (<u>19 U.S.C. 2501</u>, et seq., <u>19 U.S.C. 3301</u> note). X (43) 52.225-13, Restrictions on Certain Foreign Purchases (June 2008) (E.O.'s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury). (44) 52.225-26, Contractors Performing Private Security Functions Outside the United States (Jul 2013) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note). (45) 52.226-4, Notice of Disaster or Emergency Area Set-Aside (Nov 2007) (42 U.S.C. 5150). (46) 52.226-5, Restrictions on Subcontracting Outside Disaster or Emergency Area (Nov 2007) (42 U.S.C. 5150). (47) 52.232-29, Terms for Financing of Purchases of Commercial Items (Feb 2002) (41 U.S.C. 4505, 10 U.S.C. 2307(f)). (48) 52.232-30, Installment Payments for Commercial Items (Oct 1995) (41 U.S.C. 4505, 10 U.S.C. 2307(f)). (49) 52.232-33, Payment by Electronic Funds Transfer—System for Award Management (Jul 2013) (31 U.S.C. 3332). X (50) 52.232-34, Payment by Electronic Funds Transfer—Other than System for Award Management (Jul 2013) (31 U.S.C. 3332). (51) <u>52.232-36</u>, Payment by Third Party (May 2014) (<u>31 U.S.C.</u> 3332). (52) <u>52.239-1</u>, Privacy or Security Safeguards (Aug 1996) (<u>5 U.S.C. 552a</u>). (53)(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631). (ii) Alternate I (Apr 2003) of <u>52.247-64</u>.
- (c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:
  - (1) 52.222-41, Service Contract Labor Standards (May 2014) (41 U.S.C. chapter 67).

- \_\_(2) <u>52.222-42</u>, Statement of Equivalent Rates for Federal Hires (May 2014) (<u>29 U.S.C. 206</u> and <u>41 U.S.C. chapter 67</u>).
- \_\_ (3) <u>52.222-43</u>, Fair Labor Standards Act and Service Contract Labor Standards-Price Adjustment (Multiple Year and Option Contracts) (May 2014) (<u>29 U.S.C. 206</u> and 41 U.S.C. chapter 67).
- \_\_ (4) <u>52.222-44</u>, Fair Labor Standards Act and Service Contract Labor Standards—Price Adjustment (May 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).
- \_\_ (5) <u>52.222-51</u>, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment—Requirements (May 2014) (<u>41 U.S.C. chapter 67</u>).
- \_\_(6) <u>52.222-53</u>, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services—Requirements (May 2014) (<u>41 U.S.C. chapter 67</u>).
  - (7) 52.222-17, Nondisplacement of Qualified Workers (May 2014) (E.O.13495).
- \_\_(8) <u>52.226-6</u>, Promoting Excess Food Donation to Nonprofit Organizations (May 2014) (42 U.S.C. 1792).
  - (9) <u>52.237-11</u>, Accepting and Dispensing of \$1 Coin (Sept 2008) (<u>31 U.S.C. 5112(p)(1)</u>).
- \_\_ (10) <u>52.222-55</u>, Minimum Wages Under Executive Order 13658 (Dec 2014) (Executive Order 13658).
- (d) Comptroller General Examination of Record. The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records—Negotiation.
- (1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.
- (2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.
- (3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.
- (e)(1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in this paragraph (e)(1) in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause—
- (i) <u>52.203-13</u>, Contractor Code of Business Ethics and Conduct (Apr 2010) (<u>41 U.S.C.</u> <u>3509</u>).
- (ii) <u>52.219-8</u>, Utilization of Small Business Concerns (Oct 2014) (<u>15 U.S.C. 637(d)(2)</u> and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$650,000 (\$1.5 million for construction of any public facility), the subcontractor must include <u>52.219-8</u> in lower tier subcontracts that offer subcontracting opportunities.
- (iii) <u>52.222-17</u>, Nondisplacement of Qualified Workers (May 2014) (E.O. 13495). Flow down required in accordance with paragraph (l) of FAR clause <u>52.222-17</u>.

- (iv) 52.222-26, Equal Opportunity (Mar 2007) (E.O. 11246).
- (v) <u>52.222-35</u>, Equal Opportunity for Veterans (Jul 2014) (<u>38 U.S.C. 4212</u>).
- (vi) <u>52.222-36</u>, Equal Opportunity for Workers with Disabilities (Jul 2014) (29 U.S.C. 793).
  - (vii) 52.222-37, Employment Reports on Veterans (Jul 2014) (38 U.S.C. 4212)
- (viii) <u>52.222-40</u>, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496). Flow down required in accordance with paragraph (f) of FAR clause <u>52.222-40</u>.
  - (ix) 52.222-41, Service Contract Labor Standards (May 2014) (41 U.S.C. chapter 67).
  - (x) 52.222-50, Combating Trafficking in Persons (Feb 2009) (22 U.S.C. 7104(g)).
  - Alternate I (Aug 2007) of 52.222-50 (22 U.S.C. 7104(g)).
- (xi) <u>52.222-51</u>, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment-Requirements (May 2014) (41 U.S.C. chapter 67).
- (xii) <u>52.222-53</u>, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services-Requirements (May 2014) (<u>41 U.S.C. chapter 67</u>).
  - (xiii) 52.222-54, Employment Eligibility Verification (Aug 2013).
- (xiv) <u>52.225-26</u>, Contractors Performing Private Security Functions Outside the United States (Jul 2013) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note).
- (xv) <u>52.226-6</u>, Promoting Excess Food Donation to Nonprofit Organizations (May 2014) (42 U.S.C. 1792). Flow down required in accordance with paragraph (e) of FAR clause <u>52.226-6</u>.
- (xvi) <u>52.247-64</u>, Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) (<u>46 U.S.C. Appx. 1241(b)</u> and <u>10 U.S.C. 2631</u>). Flow down required in accordance with paragraph (d) of FAR clause <u>52.247-64</u>.
- (xvii) <u>52.222-55</u>, Minimum Wages Under Executive Order 13658 (Dec 2014) (Executive Order 13658).
- (2) While not required, the contractor may include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

  (End of clause)

### DEPARTMENT OF STATE ACQUISITION REGULATION CLAUSES (48 CFR Chapter 6)

NUMBER	TITLE	DATE	
652.225-71	Section 8(a) of the Export Administration Act of 1979, As Amended [if order exceeds simplified acquisition threshold]	AUG 1999	
652.229-70	Excise Tax Exemption Statement for Contractors Within the United States [for supplies to be delivered to an overseas post]	JUL 1988	

652.229-71	Personal Property Disposition at Posts Abroad	AUG 1999
652.237-72	Observance of Legal Holidays and Administrative Leave [for services where performance will be on-site in a Department of State facility]	APR 2004
652.239-71	Security Requirements for Unclassified Information Technology Resources [for orders that include information technology resources or services in which the contractor will have physical or electronic access to Department information that directly supports the mission of the Department]	SEP 2007
652.242-70	Contracting Officer's Representative [if a COR will be named for the order) Fill-in for paragraph b: "The COR is"]	AUG 1999
652.242-71	Notice of Shipments [for overseas shipment of supplies]	JUL 1988
652.242-73	Authorization and Performance	AUG 1999
652.243-70	Notices	AUG 1999

The following clause is provided in full text, and is applicable for orders for services that will require contractor employees to perform on-site at a DOS location and/or that require contractor employees to have access to DOS information systems:

652.204-70 DEPARTMENT OF STATE PERSONAL IDENTIFICATION CARD ISSUANCE PROCEDURES (MAY 2011)

- (a) The Contractor shall comply with the Department of State (DOS) Personal Identification Card Issuance Procedures for all employees performing under this contract who require frequent and continuing access to DOS facilities, or information systems. The Contractor shall insert this clause in all subcontracts when the subcontractor's employees will require frequent and continuing access to DOS facilities, or information systems.
- (b) The DOS Personal Identification Card Issuance Procedures may be accessed at <a href="http://www.state.gov/m/ds/rls/rpt/c21664.htm">http://www.state.gov/m/ds/rls/rpt/c21664.htm</a>.

The following DOSAR deviation is provided in full text and must be included in all solicitations (please refer to PIB 2014-21 for further information):

652.209-79 REPRESENTATION BY CORPORATIONS REGARDING AN UNPAID DELINQUENT TAX LIABILITY OR A FELONY CRIMINAL CONVICTION UNDER ANY FEDERAL LAW (SEPT 2014) (DEVIATION, per PIB 2014-21)

(a) In accordance with section 7073 of Division K of the Consolidated

Appropriations Act, 2014 (Public Law 113-76) none of the funds made available by that Act may be used to enter into a contract with any corporation that –

(1) Was convicted of a felony criminal violation under any Federal law within the

preceding 24 months, where the awarding agency has direct knowledge of the conviction, unless the agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government; or

(2) Has any unpaid Federal tax liability that has been assessed for which all judicial

and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency has direct knowledge of the unpaid tax liability, unless the Federal agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government.

For the purposes of section 7073, it is the Department of State's policy that no award may be made to any corporation covered by (1) or (2) above, unless the Procurement Executive has made a written determination that suspension or debarment is not necessary to protect the interests of the Government.

- (b) Offeror represents that-
- (1) It is [ ] is not [ ] a corporation that was convicted of a felony criminal violation under a Federal law within the preceding 24 months.
- (2) It is [ ] is not [ ] a corporation that has any unpaid Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

(End of provision)